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For Release 2001/07/28 : CIA-RDP78-03921A000100010023-1

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 31-69

4 August 1969

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) (2-70)

DATES

14-19 September 1969 (Sunday
afternoon-Friday afternoon)

LOCATION

[REDACTED] 25X1A6a

OBJECTIVES

To increase individual effective-
ness on the job by providing
better understanding of planning
as a managerial skill and familiari-
zation with the Agency's overall
planning system.

FOR

Unit chiefs who have a need for
better understanding of planning
methods and processes.

Staff officers who provide planning
support to line officers.

Grade level: GS-13 and GS-14

DESCRIPTION

A one-week, residence (full-time)
course which provides a systematic
framework for managerial planning,
identifies and analyzes basic
styles of planning, covers selected
techniques useful in planning,
and provides an orientation on
the Agency's overall PPB system.

25X1A5a1

Developed under contract by [REDACTED] 25X1A5a1
[REDACTED], Inc.,
this course features active
learning through pre-course work,
team problem-solving, and case study.
Formal lectures are kept at a minimum.

(Over, please)

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GROUP 1
Excluded from automatic
downgrading and declassification

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PRECOURSE WORK	Approximately 20 hours. Material to be sent out on or about Wednesday, 27 August 1969.
REGISTRATION	Limited to 45. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe by Wednesday, 20 August 1969. No substitutions to be made after that date because of extensive precourse work requirements.
TRAVEL ORDERS AND COST	Responsibility of participating office.
ADDITIONAL INFORMATION	On course content, call extension  On registration, extension

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